



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

FUND RAISER AND GENERAL SUPPORT STAFF **Consumer Litigation Section** **Consumer Protection Division**

Provides clerical support to Fundraiser attorney and law clerk (approximately 60% of work responsibilities). Reports to Consumer Section Chief.

Principal Job Duties

- Process professional fundraiser/consultant registrations and renewals
- Process incoming fundraiser-related mail
- Answer fundraiser/consultant inquiries relating to statutory filing requirements
- Process fundraiser Notice Filings -, including worksheet completion, data entry, and correspondence with fundraisers acceptance or problems. Monitor compliance with End of Campaign reporting requirements.
- Set up and maintain fundraiser-related files, including filing of documents and archiving fundraiser materials.

Also provides clerical and paralegal support to attorneys in the Consumer Litigation Section (approximately 40% of workload). Assigned to six attorneys plus Section Chief. Reports to Consumer Section Chief.

Principal Job Duties

- Prepare pleadings, correspondence, and other documents for attorneys
- Set up and maintain litigation files; Law Manager data entry relating to litigation files
- Field incoming telephone calls for section attorneys
- Process outgoing mail for section attorneys and law clerks
- Provide support to deputies on assigned case-related tasks
- All other duties as assigned by Section Chief.